

REQUEST TO CHANGE, ADD, OR REMOVE A NAME ON AN ACCOUNT

Account Number: _____

Current Account Name: _____

Service Address: _____

PLEASE CHECK THE APPROPRIATE BOX (See Note below for required documents):

I would like to CHANGE a name on a current utility account with the Town of Wake Forest.

Change Name To: _____

This person will be fully responsible for the payment of all utility bills.

Reason for name change: _____

I would like to ADD a name to my current account.

Name to be added to my account: _____

This person will also be responsible for the payment of all utility bills.

I would like to REMOVE a name from the current utility account.

Name to be removed: _____

Reason for name removal: _____

DATE: _____

SOCIAL SECURITY NO. _____

(Customer Signature)

(Customer)

SOCIAL SECURITY NO. _____

(Added/Removed Name Signature)

NOTE: **A copy of a Driver's License must be attached to this form to be valid.**

A copy of a Marriage License must be attached to this form to change a maiden name.

A copy of an official death certificate must be provided when a customer is deceased and a family member or new owner takes over the utility account.